



# **PaYS**

## **DEPARTMENT OF THE ARMY - PaYS PROGRAM** **(Partnership for Youth Success)**

If you are a participant in the U.S. Army PaYS Program, in which HPD proudly participates, and would like to apply for positions as a Police Officer Trainee, Senior Police Telecommunicator or Jail Attendant with the Houston Police Department, then the following information ONLY applies to you. PLEASE REVIEW ALL INFORMATION CAREFULLY.

### **QUALIFICATIONS**

- ✓ You are a PaYS Program participant.
  - ✓ Your military service was characterized as honorable.
  - ✓ The program applies to your first term of enlistment ONLY or initial entry training for U.S. Army Reserve Soldiers.
  - ✓ You have reviewed and meet ALL of the following applicable HPD REQUIREMENTS for POLICE OFFICER TRAINEE:
1. Has either (1) completed sixty (60) semester hours from an accredited college or university with a “2.0” grade point average or (2) two years active military service with an honorable discharge.
  2. Applicants with five (5) full years of active law enforcement experience are exempt from education and military service requirements.
  3. Age: 21 – 44 years of age, but must not have reached their 45<sup>th</sup> birthday prior to oath of office or certification.
  4. Must be a U.S. citizen and a resident of the contiguous United States for a period of time sufficient to conduct a comprehensive background investigation.  
Consideration given for military, overseas assignments.
  5. Weight in proportion to height.
  6. Pass all phases of Work Sample (physical agility) Test.
  7. Valid driver’s license and proof of liability insurance.
  8. No more that two (2) moving traffic violations within an eighteen (18) month period preceding the date of application. Driving record should reflect prudence and maturity.
  9. No felony or Class A misdemeanor convictions. No Class B misdemeanor convictions within the past ten years preceding the date of application.
  10. Previous military personnel must not have been convicted of any court martial higher than a summary.

11. Stable credit history, family background, and employment background.  
Character and reputation of the highest order.

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You have reviewed and meet **ALL** of the following applicable HPD REQUIREMENTS for **SENIOR POLICE TELECOMMUNICATOR**:

- Required High School Graduation or GED Certification.
- Must pass Critical Testing (measures keyboarding, multi-tasking and memorization/summarization skills).
- 2 years of customer service experience in a multi-tasking capacity.
  - TCLEOSE certified OR must complete on-the-job.
  - TCLEOSE training within one year of employment.

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You have reviewed and meet **ALL** of the following applicable HPD REQUIREMENTS for **JAIL ATTENDANT**:

- No experience required.
- Required High School Graduation or GED certification.
- Must attend and successfully pass Jail Attendant School, administered by the Jail Division and the Houston Police Academy.
- Preference given to applicants with a valid Texas Class C Driver License (must be in compliance with the City of Houston's Policy on Driving).
  - May be required to obtain a Commercial Driver License.
- Applicants must pass a Reading Comprehension/Vocabulary Test given at the time of interview.

*For other former Soldiers, the government agency owes no obligation such as placement or priority placement consideration, but may hire and interview as desired.* Non-qualifying veterans not part of the U.S. Army PaYS Program may apply for the position of POLICE OFFICER TRAINEE via standard operating procedural channels **ONLY** by contacting HPD HR/Recruiting at (713) 308-1300 or 1-800-252-0473. To apply online or review information, you may also visit the HPD web page at [www.hpdcareer.com](http://www.hpdcareer.com) OR [www.houstonpolice.org](http://www.houstonpolice.org) (Careers). This also applies to those *other former soldiers* applying for civilian positions for SENIOR POLICE TELECOMMUNICATOR and JAIL ATTENDANT. Note: **ONLY** qualified PaYS Program participants may directly contact the designated point-of-contact\* HPD personnel as defined and listed below.

### **HPD – POINT-OF-CONTACT REQUIREMENT\***

(\*All eligible PaYS Program participants that wish to make a point-of-contact within the agency should specifically identify him or herself as a PaYS Program participant. These designated point-of-contact personnel that will assist qualified candidates before and/or during the enrollment process, whichever is applicable.)

- ✓ For information about the position of POLICE OFFICER TRAINEE, contact the Houston Police Department Human Resources/Recruiting Unit at 713/308-1300 or 800-252-0473. Or visit [www.hpdcareer.com](http://www.hpdcareer.com) where you may apply online OR apply in-person at HPD Human Resources/Recruiting Unit, 1200 Travis St., 13<sup>th</sup> Floor, Houston, TX 77002.
- ✓ For information about the civilian positions of SENIOR POLICE TELECOMMUNICATOR and/or JAIL ATTENDANT, contact the Houston Police Department Human Resources/Civilian Employment Unit at 713/308-1397 or 800-252-0473. Or visit [www.houstontx.gov](http://www.houstontx.gov) where you may apply online OR apply in-person at City of Houston Human Resources Department, 611 Walker, Ground Floor Application Lobby, Houston, TX 77002.
- ✓ Specifically identify yourself as a U.S. Army PaYS Program participant to the receptionist and request to directly speak to or leave a message for a designated PaYS Program contact within the department.

### **HPD Designated Army PaYS PROGRAM Contacts:**

**Officer Francisco Cardona  
Officer Mark Lumpkin  
HOUSTON POLICE DEPARTMENT  
HUMAN RESOURCES DIVISION  
RECRUITING UNIT  
Houston, Texas 77002  
1200 Travis, Suite 1301  
713/308-1300 OR 800-252-047**